



April 20, 2016

ADDENDUM NO. 1 TO ALL OFFERORS:

Request for Proposal: RFP # 16-08-15

Description: Turnkey Onsite Parts and Related Items Operation

Dated: April 8, 2016

For Delivery to: Purchasing Division, City of Roanoke, Virginia

Proposal Due: May 9, 2016

1. Proposal Response and Checklist (Attachment B – Section VI (Operational Approach): replace:

Each Offeror should provide as Attachment 5, a narrative of your business approach to fulfilling the needs of the City of Roanoke for a turn key Parts Operation. Include a list of any specific local government entities for whom you have provided similar services as requested in this RFP. Describe in detail the implementation plan and the technical plan for accomplishing the work and the services requested. Include timelines in your response. List levels of inventory, remote locations, and response time if an item is not in stock.

Each Offeror must also provide in Attachment 5, the pricing structure such Offeror proposes to utilize to charge the City for providing the required services and/or items, including all fees and costs and how they are calculated, together with all benefits and/or revenue payments they propose to make to the City.

Clearly provide the method or manner you propose to use to charge the City for parts and/or supplies requested by the City and an estimated cost of proposed services. Such information shall be provided in complete detail. References to discounts from trade price lists should include a copy of such list. Be specific on how proposed costs are calculated. Proposed costs shall include labor, administrative overhead, and direct operating cost. However, the City reserves the right to buy items from the successful Offeror without any minimum/maximum amount of items the City must purchase from such Offeror.

Note: A signed acknowledgment of this addendum should be received at the location indicated on the RFP either prior to the due date and hour or attached to your response. Signature on this addendum does not substitute for your signature on the original bid document. The original bid document must be signed.

Simone Knowles
Purchasing Manager
Phone: 540-853-2871

Name of Firm

Signature/Title

Date